

Academic Affairs Budget Template Instructions

The attached Budget Template (Excel format) has been designed to assist you in developing a budget for that allocation. Whether you choose to use the Budget Template attached or another method, please return/send your [FY20xx-xx budget](#) to me as an [email attachment](#) by [xxxxxxx](#).

The Budget Template lists, by account number and title:

- 1.) the "minor" categories used for [personnel costs](#) (temporary wages, student wages, fringe benefits), and
- 2.) the "[major](#)" [categories](#) commonly used by University divisions for operating expenses:
 - a.) Contracted Services
 - b.) Supplies and Materials
 - c.) Current Services
 - d.) Fixed Charges
 - e.) Capital Outlay
 - f.) Other Expenses

Under each "major" heading you will find the "minor" categories that comprise each "major" group.

The Budget Template also includes the final budget and actual expenditures for the past fiscal years.

This is a working template: you can enter your projected operating expenses in column I using the black "minor" category lines. The subtotals for the "minor" categories will automatically appear in the blue "major" category headings.

Personnel costs (temporary wages, student wages, and fringe benefits) must be entered individually on the blue lines at the top of the template. These lines will not subtotal.

The personnel costs and "major" category subtotals will also automatically "TOTAL" in blue at the bottom line. Your operating budget "TOTAL" must equal your FY20xx-xx allocation.

As a reminder, you must provide a "major" budget amount if you plan to incur any "minor" expense in that group.

[Your budget will be loaded in Banner at the "major" category level, with the exception of any personnel costs: all wages and fringe benefits are entered in Banner at the "minor" category level.](#)

Please do not hesitate to contact me at ext 6502 if you have any questions or concerns, or if I may provide any additional assistance.